



119TH BOARD OF REGENTS MEETING

BOR RESOLUTION NO. SS-A

Series of 2025

APPROVING THE REVISIONS IN THE SCHOLARSHIP POLICY FOR VISAYAS STATE UNIVERSITY ADMINISTRATIVE STAFF, AS DESCRIBED IN THE DOCUMENT ATTACHED HERETO AND MADE PART HEREOF, THEREBY AMENDING ALL PREVIOUS BOARD RESOLUTIONS AND UNIVERSITY ISSUANCES WHICH MAY BE INCONSISTENT HERewith

WHEREAS, Section 4 (v) of Republic Act No. 9158, the university's enabling law, empowers the Governing Board to establish policy guidelines and procedures for participative decision-making and transparency within the institution in the manner it may determine, in its discretion, to carry out the purposes and functions of the University;

WHEREAS, the University recognizes the importance of continuous professional and personal development of its faculty and administrative staff as essential in fostering a supportive and equitable workplace environment in VSU;

WHEREAS, the existing Scholarship Policy for Administrative Staff requires amendments in certain provisions to address emerging needs, provide clear guidelines, and ensure alignment with national and institutional development priorities;

WHEREAS, the proposed revisions aim to provide more equitable access to scholarship opportunities for administrative staff, promote rewards for employees with outstanding performance, and establish clearer provisions for obligations and return service;

WHEREAS, the revised policy has been thoroughly evaluated by the University Administrative Council (UADCO) at the March 10, 2025, meeting and obtained favorable endorsement;

WHEREAS, finding the recommendation in order, the Governing Board agreed to approve the proposal;

NOW, THEREFORE, on motion, duly seconded, and unanimously approved, be it;

RESOLVED, as it is hereby resolved, that the Board of Regents of Visayas State University approves the Revision of the Scholarship Policy for Administrative Staff, the details of which are presented in the document attached as Annex "GG";

RESOLVED FURTHER, that the revised policy shall take effect immediately upon Board approval and all previous policies, guidelines, and issuances inconsistent herewith are deemed amended or superseded;

IN WITNESS of our approval thereof, we affix our signatures this 29th day of April 2025 at VSU, Baybay City, Philippines.

VSU BOARD OF REGENTS


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CHED Commissioner and Chairperson
VSU-Board of Regents


HON. PROSE IVY G. YEPES

VSU President, Vice Chairperson
VSU-Board of Regents

(Absent)

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Member, VSU BOR
Tacloban City, Leyte



VISAYAS
STATE UNIVERSITY

HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT

Title of Proposal: REVISED SCHOLARSHIP POLICY FOR VSU ADMINISTRATIVE STAFF

Rationale:

The scholarship policy for administrative staff plays a crucial role in fostering a supportive and equitable workplace environment in VSU. However, there are current trends, certain gaps and inconsistencies within the current policy on Scholarship program for administrative staff prescribed in the CSC-approved VSU Revised Merit System for Administrative Staff (per 2018 ORAOHRA) that may hinder their professional development and engagement. Promoting equal opportunity in scholarship access for both administrative staff and faculty is crucial in building a fair and supportive academic environment. The university will be able to foster a culture of inclusive and equitable staff development that benefits everyone. This commitment will not only benefit administrative staff but also contribute to the overall equity and effectiveness of the university community.

Hence, the following are the proposed amendments of the existing scholarship policy for administrative staff for approval.

Existing Provisions on Scholarship Program in the Revision	Proposed Revision on the VSU Scholarship Policy for Administrative Staff	Justification
	<p>1.0. Introduction</p> <p>Visayas State University (VSU) envisions to be global green university providing progressive leadership in agriculture, science and technology, education, and allied fields for societal transformation. To uphold this standard of excellence and to enable realize the vision of the university, it is crucial to provide excellent support services. There is a need to upgrade the capability of administrative staff through provision of advance training and education.</p> <p>In response to this need, the proposed Administrative Staff Development Policy aims to establish a structured framework for continuous professional development. It seeks to provide opportunities for career advancement and the development of</p>	<p>To clearly communicate the significance of the proposal and to provide a brief overview.</p> <p>BOR ACTION: APPROVAL</p>



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	administrative staff, enabling them to take on greater responsibilities within a growing institution. The goal is to equip administrative staff with the knowledge, skills, and competencies necessary for effectively delivering their respective functions and contributing to VSU's pursuit of excellence, quality service and creating impacts.	
	<p>2.0. Purpose</p> <p>The proposed changes of the Administrative Staff Scholarship aim to harmonize and update the existing scholarship policy.</p> <p>The policy is issued to widely disseminate the amended Revised Merit System for Administrative Staff to ensure uniform policy interpretation, and effective and efficient implementation thereof.</p>	To identify the objective of the policy.
	<p>3.0. Coverage</p> <p>This policy shall apply to VSU administrative staff on permanent status of employment only.</p>	To identify who are qualified for the scholarship grant maximizing the benefits of the funding and ensuring that it serves its intended purpose effectively.
	<p>4.0. Exclusions</p> <p>The following administrative staff are excluded from the coverage of the policy:</p> <ul style="list-style-type: none"> 4.1. Casual employees 4.2. Co-terminus employees 4.3. Contractual employees 4.4. Contract of Service/Job Order staff 	To clarify the scope and limitations of the policy.
	<p>5.0. General Guidelines for Degree Program Scholarship</p> <p>This provides opportunities for academic training leading to either undergraduate or graduate degree (masteral and doctoral). A</p>	To provide framework for understanding and clarify for stakeholders involved.

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	<p>maximum of three (3) scholars in the Main campus and 1 scholar for each component campus will be sent at any time. However, additional scholars may be allowed if there is an external scholarship.</p> <p>The following are the general guidelines for degree program scholarship on undergraduate, masteral and doctoral degrees:</p> <p>5.1. Source of Scholarship Grant</p> <p>5.1.1. VSU Scholarship</p> <ul style="list-style-type: none"> - With full support - Thesis/Dissertation Support Only: Available for administrative staff pursuing graduate studies on their own, with a previously approved program of study. <p>5.1.2. Scholarship from External agencies/ institutions/ individual</p> <ul style="list-style-type: none"> - With VSU support on salary - Endorsements may be granted upon request by the recipient staff. - Request for alternative work arrangement such as flexiplace and flexitime can be approved with a maximum of six units during working hours. However, more than six units of study load can be requested subject to justification and its approval. 	
<p>Duration of the Program</p> <p>a. Scholarship. The scholarship grant shall be for a period of one year renewable every year but shall not exceed four (4) years for undergraduate studies, two years for Master's degree program with thesis, one and one</p>	<p>5.2. Duration of the Scholarship</p> <p>5.2.1. VSU Scholarship/Financial Assistance will be based on a maximum number of years for the undergraduate, masteral or doctoral degree as determined by the Delivering Higher Education Institution (DHEI). This also covers staff pursuing a straight doctoral program.</p>	<p>To become consistent with duration of the programs offered by DHEI.</p>

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<p>half years for Master's degree program without thesis, and three years for doctoral program.</p> <p>b. Financial Assistance shall be for a maximum of five (5) years for undergraduate degree course; two and a half years for Master's degree and three years for doctoral program. Graduate programs pursued during weekends only shall be under the financial assistance program for a maximum period of not more than three years.</p>	<p>Delete</p> <p>5.2.2. One (1) semester extension of study leave with full benefits is possible, provided it is recommended by the Adviser/Chairperson of the Graduate Advisory Committee and the Department/Unit/Office Head.</p>	<p>To give chance for the administrative staff to finish his/her degree.</p>
<p>Criteria for selecting Applicants to the Scholarship and Financial Assistance Grant:</p> <p>1. General criteria:</p> <p>a. Must have a regular item in any unit of the college;</p> <p>b. Must not have a pending criminal or administrative case;</p> <p>c. Must be physically fit to pursue an intensive academic program;</p>	<p>5.3. Criteria for Selection</p> <p>Administrative staff will be granted VSU Scholarship or Financial Assistance upon meeting the following conditions:</p> <p>5.3.1. General Criteria:</p> <p>5.3.1.1. Must have a regular item in any university unit/office/ center.</p> <p>5.3.1.2. Must have served the university for at least two (2) years in a permanent status at the time of application.</p> <p>5.3.1.3. Must not have pending criminal or administrative cases.</p> <p>5.3.1.4. Must be physically fit to pursue an intensive academic program.</p>	<p>To promote inclusive scholarship program.</p> <p>To enhance educational opportunities.</p> <p>BOR ACTION: APPROVAL</p>

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<p>d. Must possess the potential to perform well as student based on academic grades and performance.</p>	<p>5.3.1.5. Must demonstrate potential for academic success based on grades and performance.</p> <p>5.3.1.6. Not older than 40 for masteral degree and 45 for doctoral. Candidates over these age limits may be considered if they have completed at least 50% of their course requirements, with justifications required for older applicants.</p> <p>5.3.1.7. Must not have any current foreign or local scholarship grant.</p> <p>5.3.1.8. The administrative staff has obtained at least a Very Satisfactory rating in the last two (2) evaluation periods, as indicated in her/his Individual Performance Commitment Review (IPCR) accomplished form.</p> <p>5.3.1.9. Grantee will enroll in CHED-recognized DHEI approved by the VASC.</p> <p>5.3.1.10. Priority for scholarship shall be given to applicants for masteral and doctoral degrees who occupy supervisory positions as well as potential to finish a graduate degree and assume greater responsibilities upon completion of the degree.</p>	<p>To promote an inclusive and equitable workplace culture.</p> <p>To promote accountability.</p> <p>To effectively promote rewards for very satisfactory to outstanding performance.</p> <p>To promote value on quality and excellence.</p> <p>For prioritization purposes and promote</p>
<p>2. For the undergraduate scholarship program:</p> <p>a. Must meet the entrance requirements of the receiving institution;</p>	<p>5.3.2. Undergraduate scholarship:</p> <p>5.3.2.1. <i>No revision</i></p>	<p>BOR ACTION: APPROVAL</p>


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<p>b. If presently pursuing a college degree, must have obtained an average grade of 85 percent or 2.00 or better in academic subjects registered during the semester prior to application;</p> <p>c. Must have served VSU for at least two (2) years.</p> <p>d. Priority shall be given to applicants who have already started their studies on their own and are expected to graduate within one year. Second priority shall be given to those who will finish within two or more years.</p>	<p>5.3.2.2. <i>No revision</i></p> <p>5.3.2.3. <i>No revision</i></p> <p>5.3.2.4. <i>No revision</i></p>	
<p>3. For graduate degree:</p> <p>a. Masteral degree:</p> <p>a.1. Must be at least a baccalaureate degree holder at the time of application.</p> <p>a.2. Must have an average grade of 85 or 2.0 or better.</p> <p>a.3. If presently working for a graduate degree, the applicant must have a weighted average grade of 2.00 (or its equivalent) or better during the semester preceding the application.</p> <p>a.4. Must have served VSU for at least five (5) years at the time of</p>	<p>5.3.3. For Graduate Degree scholarship:</p> <p>5.3.3.1 Masteral Degree</p> <p>a. Must be at least a baccalaureate degree holder at the time of application.</p> <p>b. <i>No revision</i></p> <p>c. <i>No revision</i></p> <p>d. Must have served VSU for at least two (2) years at the time of application on permanent status.</p>	<p>To enhance educational opportunities and address specific</p>

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<p>application on permanent status</p> <p>a.5. Must have the potential to undergo formal study</p> <p>b. Doctoral degree:</p> <p>b.1. Must be at least a masteral degree holder at the time of application.</p> <p>b.2. Must have an average grade of 85 or 2.0 (or its equivalent) or better.</p> <p>b.3. If presently working for a doctorate degree, the applicant must have a weighted average grade of 2.00 (or its equivalent) or better during the semester preceding the application.</p> <p>b.4. Must have served VSU on permanent status for at least five (5) years at the time of application.</p> <p>b.5. Must have the potential to undergo formal study.</p>	<p>e. <i>No revision</i></p> <p>5.3.3.2 Doctoral Degree:</p> <p>a. <i>No revision</i></p> <p>b. <i>No revision</i></p> <p>c. <i>No revision</i></p> <p>d. Must have served VSU on permanent status for at least two (2) years at the time of application.</p> <p>e. <i>No revision</i></p>	<p>needs within the workforce.</p> <p>To enhance educational opportunities and address specific needs within the workforce.</p>
<p>Nature of Support</p> <p>a. Degree Program</p> <p>a.1. Scholarship</p> <p>a.1.1. Graduate degree</p> <p>a.1.1.1. School fees</p> <p>a.1.1.2. Book allowance on reimbursement basis not to exceed P5,000.00</p>	<p>5.4. Privileges</p> <p>5.4.1. VSU Scholarship</p> <p>5.4.1.1. Graduate Degree</p> <p>a. Variable school fees based on units and level.</p> <p>b. Book allowance of P5,000 per semester based on a maximum number of years for the doctoral or master's degree as</p>	<p>To promote an inclusive and equitable workplace culture. As living costs rise, VSU must adapt financial support to administrative staff to meet students' changing financial needs.</p> <p>BOR ACTION: APPROVAL</p>

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<p>per semester, not to exceed 4 semesters for Master's degree and three years for doctoral degrees</p> <p>a.1.1.3. Thesis allowance of P25,000.00 for Master's degree or P40,000 for doctoral degrees</p> <p>a.1.1.4. Salary for the duration of the scholarship grant</p> <p>a.1.1.5. Stipend of P7,500.00 per month for Master's degree and P10,000.00 for doctoral degrees</p> <p>a.1.1.6. One round trip transportation for the whole duration of the scholarship grant.</p> <p>a.1.2. Undergraduate degree:</p> <p>a.1.2.1. School fees</p> <p>a.1.2.2. Book allowance on reimbursement basis not to exceed P2,000.00 per semester</p> <p>a.1.2.3. Thesis allowance of P5,000.00 to be</p>	<p>determined by the delivering higher education institution (DHEI).</p> <p>c. Thesis allowance of P50,000.00 for Master's degree and P100,000 for doctoral degree. The support will be released in two (2) tranches. First tranche will be equivalent to 80% of the budget upon presentation of approved thesis/dissertation plan. The second tranche will be equivalent to 20% of the budget upon submission of official receipts and the required number of copies of the manuscript.</p> <p>d. Full salary and other prescribed allowances, bonuses and benefits for the duration of the scholarship grant.</p> <p>e. Monthly stipend of PHP20,000.00 for both master's and doctoral degree scholars.</p> <p>f. One (1) round-trip economy transportation from VSU to the place of study within the Philippines for the whole duration of the scholarship grant.</p> <p>5.4.1.2. Undergraduate Degree</p> <p>a. Variable school fees based on units and level.</p> <p>b. Book allowance on reimbursement basis not to exceed P2,500.00 per semester.</p> <p>c. Thesis allowance of P10,000.00 to be given during the terminal</p>	<p>BOR ACTION: APPROVAL</p>
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<p>given during the terminal year</p> <p>a.1.2.4. Salary for the duration of the scholarship grant</p> <p>a.1.2.5. One round trip transportation for the whole duration of the scholarship grant</p> <p>a.2. Financial assistance:</p> <p>a.2.1. Doctoral Degree to be pursued during week ends</p> <p>a.2.1.1. School fees</p> <p>a.2.1.2. Book allowance for P5,000.00 per semester</p> <p>a.2.1.3. Thesis assistance of P40,000.00</p> <p>a.2.2. Master's degree</p> <p>a.2.2.1. School fees</p> <p>a.2.2.2. Book allowance for P5,000.00 per semester</p> <p>a.2.2.3. Thesis assistance of P20,000.00</p>	<p>year.</p> <p>d. Salary and other prescribed allowances, bonuses and benefits for the duration of the scholarship grant.</p> <p>g. One (1) round trip transportation from VSU to the place of study within the Philippines for the whole duration of the scholarship grant.</p> <p>5.4.2. With Scholarship from External Agencies/ Institutions/ and Individual</p> <p>For administrative staff who obtained external scholarship grant, VSU will provide the following Financial Assistance:</p> <p>a. Full salary and prescribed allowances, bonuses and benefits for the duration of the scholarship grant.</p> <p>b. One (1) round-trip economy transportation from VSU to the place of study (within the Philippines), if not provided by Donor.</p> <p>• Delete</p>	<p>BOR ACTION: APPROVAL</p>
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<p>a.2.3. Undergraduate degree (rendering service to VSU while taking the degree)</p> <p>a.2.3.1. School fees</p> <p>a.2.3.2. Book allowance of P2,000.00 per semester</p> <p>a.2.3.3. Thesis assistance of P5,000.00</p> <p>a.2.3.4. Transportation and incidental expenses of P1,000 per month for those enrolled outside VSU for a minimum of six (6) units</p> <p>a.2.4. Staff with external scholarship:</p> <p>a.2.4.1. Salary</p>		
<p>Conditions of Scholarship</p> <p>a. Grantees of undergraduate and graduate scholarship shall comply with the following conditions:</p> <p>a.1. Grantee shall not accept another scholarship administered by the college or other agency while the program is in effect, unless approved by the university;</p> <p>a.2. Grantee shall enroll during the semester immediately following the award. No deferment shall be allowed except for justifiable reasons and only upon approval of the University President.</p>	<p>Delete</p>	<p>To adopt Item 5.5. of the proposed revision.</p> <p>BOR ACTION: APPROVAL</p>

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<p>In cases of pregnancy or prolonged illness which will unduly delay the completion of the degree being sought, the scholarship shall be suspended or cancelled;</p> <p>a.3. Grantee of full scholarship grant shall carry a full academic load per semester (at least 18 units for the undergraduate and 9 units for the graduate program); and,</p> <p>a.4. Grantee will enroll in CHED-recognized DHEI approved by the NAPB.</p> <p>b. To qualify for a renewal of scholarship/financial assistance, the grantee must meet the following conditions:</p> <p>b.1. Maintain a weighted average grade of 2.5 (or its equivalent) or better for undergraduate and 2.0 (or its equivalent) or better for graduate grantees during any semester;</p> <p>b.2. Pass all subjects taken;</p> <p>b.3. Not subjected to any disciplinary action involving more than three months suspension from classes; and,</p> <p>b.4. Not transfer from to another course unless with prior permission from the University President</p>		<p>BOR ACTION: APPROVAL</p>
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Guest
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<p>upon the recommendation of the NAPB.</p> <p>Obligations of Grantee to the College</p> <p>c.1. Scholars: two (2) years of service to the university for every year of study or a fraction of more than two (2) months thereof. Availment for a period of two months or less shall be served for one (1) year;</p> <p>c.2. Financial assistance grantees: one year of service to the university for every academic year of study or a fraction of more than two (2) months thereof. Availment for a period of two (2) months or less shall be served for half the rate;</p> <p>c.3. Grantees of special assignment shall submit a copy of their outputs to the university, conduct seminars to other administrative staff who will benefit from their work and serve the university for a period of time equivalent to the length of the sabbatical assignment;</p> <p>c.4. Grantees who fail to comply with the service requirement will reimburse in full all expenses spent by the government in connection with the award plus interest prevailing at the</p>		<p>BOR ACTION: APPROVAL</p> <p> HAZELLE V. ASALDO BOR & University Secretary 2025-119</p>
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<p>time of the grant. No proportionate refund shall be allowed;</p> <p>c.5. Within the duration of the grant, the grantee will not be given overtime pay or travel allowance.</p>		
	<p>5.5. Responsibilities of the Grantee</p> <p>Grantee of graduate and undergraduate scholarship or financial assistance must comply the following:</p> <p>5.5.1. Submit clearance and settle all obligations before the study leave.</p> <p>5.5.2. Must sign a contract with VSU.</p> <p>5.5.3. Must conduct himself/ herself in a manner not to bring disgrace or dishonor to himself/ herself and/or the country and University</p> <p>5.5.4. Must take full academic load every semester based on the approved Study Plan/Plan of Course Work without changing his/her degree or the field of specialization without prior clearance from the GRANTOR. If unable to enroll in a particular semester, he/she must temporarily return to work at VSU for him/her to continue receiving his/her salary and other benefits.</p> <p>5.5.5. Submit to the HRMD proof of enrolment every semester/trimester to ensure continuance of salary, Stipend, Tuition Fee & Book Allowance. If the Grantee is enrolled during Summer or Midyear Term, the Grantee must submit a copy of the approved Plan of Course Work/Plan of Study, and proof of enrollment to ensure payment of salary, tuition fee & stipend, book allowance, and thesis/dissertation support.</p> <p>Dropping/filing of leave of absence within a semester is only allowed if</p>	<p>The term, “full academic load” is dependent on the DHEI.</p> <p>To assess the reason/s on dropping from the graduate program and filing of LOA.</p> <p>BOR ACTION: APPROVAL</p>


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<p style="text-align: center;">BOR ACTION: APPROVAL</p>	<p>reasons are based on ailment or any health condition wherein treatment or rest is needed for the whole semester or school year as certified by a physician and confirmed by the University Physician. After dropping/filing a leave of absence, the Grantee must submit to the HRMO the following:</p> <ol style="list-style-type: none"> a. Request for reinstatement b. Application for appropriate leave of absence, if necessary c. Medical certificate, if applicable <p>Failure to reinstate shall result to the following:</p> <ol style="list-style-type: none"> a. The grantee shall be the one to pay the tuition and other school fees for that particular semester/trimester. b. The grantee shall refund to VSU all salaries, stipend and other benefits received in that semester. <p>5.5.6. Must not accept any kind of employment while enjoying the scholarship/fellowship.</p> <p>5.5.7. Accept no other kind of a scholarship grant without clearance from VSU. If the grantee can avail of another scholarship grant, he/she shall refund the amount availed from VSU starting from the date of effectivity of the other scholarship.</p> <p>5.5.8. Must maintain a semestral grade point average acceptable to the graduate school.</p> <p>5.5.9. Must submit a semestral progress report to the head of the unit and furnish a copy to the Chairperson of the VSU Administrative Scholarship Committee as basis for the continuance of the grant</p>	<p>To promote judicious use of government funds.</p> <p>To monitor closely the scholars. Data will also be used in generating reports for CHED, DBM and other government agencies.</p>
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	<p>5.5.10. Submit Special Power Attorney (SPA) stating that if she fails to successfully complete the course program or failed to fulfill the conditions stipulated in his/her scholarship contract, the VSU is authorized to automatically deduct from her salary the mid-year bonus received by the grantee as a result of non-compliance with the terms and conditions that was stipulated in the contract and the DBM Circular No. 2019-4</p> <p>5.5.11. Must submit 3 hard copies of approved dissertation distributed to: a) one (1) VSU Library, b) one (1) College Library, and c) one (1) to the AACCUP Center, upon return from study leave. One (1) electronic copy must also be submitted to the VSU Library.</p> <p>5.5.12. Must complete his/her graduate studies. Return to VSU immediately at the end of the semester when his studies or course under the grant is completed. Should the grantee fail to return to service after the end of the semester/trimester/summer when he completed the degree, he will be considered absent and shall be without pay the following term unless the Grantee has leave or service credits where his absences will be charged.</p> <p>5.5.13. The grantee shall commence the render of return to service obligation after the completion of the degree. In case of health reasons and other justifiable causes, return to service may be temporarily allowed upon recommendation of the adviser and the Dean of Graduate School where the Grantee is studying,</p>	<p>In compliance to DBM Circular No. 2019-4</p> <p>To facilitate scholars' compliance with her/his financial obligation.</p> <p>To clarify the issue on return service to VSU by scholars who are unable to complete the degree on prescribed period.</p>
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	<p>said service, however, shall not be considered as partial compliance of the Grantee's service obligation.</p> <p>Should the grantee fail to return to service at the end of the semester when he completed the degree, he will be considered absent and shall be without pay the following term unless the Grantee has leave or service credits where his absences will be charged.</p> <p>5.5.14. Serve VSU for a period at the rate of two (2) years for every year or a fraction of more than two (2) months thereof of enjoyment of the Grant within the Philippines or outside the Philippines. Availment of the grant for a period of two (2) months or less shall be served for half the rate. Provided, that failure to comply with the provisions of this contract or willful abandonment of the grant resulting to the non-completion of the degree pursued shall obligate the GRANTEE to reimburse to VSU the full amount of expenses spent by the university, including transportation, salaries, stipends, bonuses, and other expenses related thereto, in which case shall not be less than P5,000, plus a non-compounding interest of 6% per annum of the principal amount.</p> <p>The reckoning period of collection shall take effect after issuance by the university of a demand letter to the concerned staff, concerning his contractual obligation as a result of breach of revocation.</p> <p>A mutually agreed terms of payment of the collectible amount may be adopted, without prejudice to the interest of the university or the government.</p>	<p>To ensure that the benefit of education extends beyond the individual to the academic community creating a positive impact.</p>
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	<p>Request for reduced workload to work on his thesis upon reinstatement due to failure to complete the degree pursued on specified time is allowed provided this is for one (1) semester only and to be supported by the program of activities for monitoring purposes.</p> <p>5.5.15. Return to VSU immediately at the end of the semester when his studies or course under the grant is completed. Should the grantee fail to return to service at the end of the semester when he completed the degree, he will be considered absent and shall be Without Pay the following term unless the Grantee has leave or service credits where his absences will be charged.</p> <p>5.5.16. Submit a written report on his studies within sixty (60) days after return to duty</p> <p>5.5.17. Present the results of their thesis to the VSU community upon resumption to duty as part of the re-entry plan.</p>	For clarification
	<p>6.0. General Guidelines for Non-Degree and Specialty Training Program (at least 1 month)</p> <p>This is a short training program of at least one (1) month in specialized fields offered by institutions outside or inside VSU which shall be available to a maximum of five (5) administrative personnel yearly. Participation can contribute to the improvement of the participant's expertise in line with the performance of her/his work.</p> <p>Highly relevant short-term training sponsored by either local or foreign professional organizations can be availed by a permanent administrative</p>	<p>To provide framework for understanding and clarify for stakeholders involved.</p> <p>BOR ACTION: APPROVAL</p>


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<p>Criteria for support to Non-Degree Training Program (in order of priority)</p> <p>a. The participant is the official representative of the unit.</p> <p>b. Participation can contribute to the improvement of the participant's expertise in line with the performance of her/his work.</p> <p>c. Except in cases where the participant is the official representative of the unit on account of position, the remaining length of service of the participant before reaching compulsory retirement age is not less than five years.</p>	<p>staff with prior invitations as paper presenters, moderators and/or other important roles. Such attendance must be duly endorsed by offices concerned.</p> <p>6.1. Criteria</p> <p>6.1.1. Must have served VSU for at least two (2) years at the time of application on permanent/ casual/ contractual status.</p> <p>6.1.1. Need for the field of training must be certified by the department/unit/ center head.</p> <p>6.1.2. No Revision</p> <p>6.1.3. No Revision</p> <p>6.2. Privileges</p> <p>6.2.1. VSU Financial Assistantship</p> <p>a. Full salary and prescribed allowances, bonuses and benefits for the duration of the scholarship grant.</p> <p>b. Payment of training course fee, per diem and other incidental allowances subject to accounting rules and regulation,</p> <p>c. One (1) round-trip economy transportation from VSU to the place of study (within the Philippines).</p> <p>6.2.2. With External Sponsor of training course</p>	<p>BOR ACTION: APPROVAL</p>
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	<p>This includes short-term training sponsored by professional organizations held either locally or abroad. An invitation and endorsement by appropriate offices is required.</p> <p>a. Except salary (ACA, PERA, bonuses and other fringe benefits) all other attendant expenses shall be shouldered by the sponsoring agency/ organization.</p> <p>b. One (1) round-trip economy transportation from VSU to the place of study (within the Philippines), if not provided by the Sponsor.</p> <p>6.3. Responsibility of the Grantee</p> <p>6.3.1. Must sign a contract with VSU.</p> <p>6.3.2. Must not accept any kind of employment while undergoing the training</p> <p>6.3.3. Must not accept any kind of scholarship without clearance from VSU</p> <p>6.3.4. Must submit a Re-entry Action Plan before the training and a narrative report upon his return.</p> <p>6.3.5. Must serve VSU at the rate of one (1) year for every year or a fraction thereof or half the rate for one (1) month up to two (2) months of enjoyment of the grant.</p>	
<p>BOR ACTION: APPROVAL</p> <p><i>Grass</i> HAZELLE V. ASALDO BOR & University Secretary 2025-119</p>	<p>7.0. Procedure for Availment</p> <p>7.1. The department/unit concerned prepares its staff development plan, including the needed trainings/seminar/ workshops. This will be submitted to the VSU Administrative Scholarship</p>	<p>To establish a well-defined procedure to ensure fairness, efficiency, and effectiveness in the award process, ultimately contributing to the</p>

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	<p>Committee (VASC).</p> <p>7.2. The VASC reviews the proposed staff development plan and recommends approval by the University President. The VASC ensures that the staff recommended to go on scholarship will pursue the degree in a reputable university and the field is relevant to the functions of the office where the staff is connected, b) the training conference/workshop is relevant to the staff's functions. If in order, the VASC recommends approval of the request to the University President.</p> <p>7.3. The President reviews and acts on the VASC recommendation.</p> <p>7.4. Upon receipt of the President's approval of minutes of the VASC meeting, the VASC Secretary prepares and provides the recommendee with the excerpt of the action of the President on the VASC recommendation.</p> <p>7.5. For approved study leave, HRMD-Learning and Development Office prepares the scholarship contract between the staff concerned and the university.</p> <p>7.6. The HRMD-LDO organizes an orientation on the provision of the contract especially her/his responsibilities.</p> <p>7.7. When the staff is oriented and amenable to the terms and conditions of the contract, she affixes her/his signature therein.</p> <p>7.8. The HRMD Director and VP for Administration and Finance likewise signs as witnesses to the contract.</p> <p>7.9. The President signs as one of the contracting parties to the contract.</p> <p>7.10. The staff concerned secures the services of a notary public to notarize the contract and returns the contract to</p>	<p>overall success and integrity of the scholarship program.</p> <p>BOR ACTION: APPROVAL</p>
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	<p>HRMD Office.</p> <p>7.11. HRMD distributes copy of the contract.</p> <p>The procedure shall be subject to continual improvement through regular review and enhancing the process to ensure it remains effective, efficient, and aligned with VSU goals and best practices.</p>	
	<p>8.0. Separability Clause</p> <p>If any provisions of this policy or part hereof is held valid or unconstitutional, the remainder of the provisions not otherwise affected shall remain valid and subsisting.</p>	To address the situation where one or more provisions of the document may be found to be invalid, unenforceable, or illegal.
	<p>9.0. Repealing Clause</p> <p>All orders, rules and regulations, and other issuances, or part thereof inconsistent with this policy are hereby repealed, modified, or amended accordingly.</p>	To explicitly revoke previous policy that are no longer applicable.
	<p>10.0. Effectivity</p> <p>The implementation of the amended Scholarship policy for administrative staff shall be effective after the Board of Regents approval. These provisions apply to all VSU staff-scholars with active or ongoing scholarship contract.</p>	To specify when the revised policy become effective. This is also in response to the request of the "VSU scholars with active and ongoing scholarship contract" to alleviate their situation.

Legal Basis/Reference:

- CSC-approved VSU Revised Merit System for Administrative Staff (per 2018 ORAOHRA).

Submitted by:


HONEY SOFIA V. COLIS
 Director, Human Resource Management
 & Development


MOISES NEIL V. SERINO
 VP for Administration and Finance &
 Chairperson, VSU Adm. Scholarship Committee

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